



# Step-by-step instructions for opening an HSA

A photograph of three business professionals in a modern office setting. A man in a grey suit is shaking hands with a man in a dark suit. A woman in a dark blue blazer stands between them, smiling. They are gathered around a dark conference table with a tablet and papers. Large windows in the background show a cityscape.

# Insperty Health Savings Account Program

- Enroll in **Insperty HDHP coverage** to contribute
- Make pretax contributions (if eligible) or post-tax contributions by payroll deduction up to annual federal limits
- Withdraw funds tax-free for eligible expenses
- Unused funds roll over from year to year, earning tax-free interest
- You may invest your HSA once the balance reaches \$2,100

# 2022 HSA contribution limits

- \$3,650 individual (employee-only coverage)
- \$7,300 family (employee + dependent coverage)
- \$1,000 catch-up contribution for age 55+



# Insperity Health Care Accounts

Coverage	Plan Year	Balance	Contributions	Enrollment
Health Savings Account				<a href="#">APPLY</a>
Health Care Flex Spending	2021			NOT ENROLLED

## Step 1: Opening your Optum Bank HSA

- Once you have enrolled in Insperity HDHP coverage, you can apply for an Optum Bank HSA and make contribution elections on the Insperity Premier™ platform
- Select “Apply” next to Health Savings Account on the “Benefits” page of the Insperity Premier™ platform to begin
- Existing HSAs can be transferred to Optum Bank


## Open a Health Savings Account (HSA)

Based on your current enrollment in an Insperty HDHP coverage option, you are eligible to open and contribute to an Optum Bank HSA by payroll deduction. If you choose to make a contribution by payroll, you can change it at any time.


You will need internet access and a valid email address to manage your Optum Bank HSA. Please review the [hardware and software requirements](#).

If you need help deciding how much to contribute, you can use [Optum Bank's calculator](#).

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I want to contribute and receive my company's contribution
  I only want my company's contribution 

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2020 Estimate 

My Contribution*	\$100.00	per regular paycheck	\$1,600.00
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## Step 2: Making an HSA payroll contribution election

- Enter the amount you would like to contribute per pay period
- An annual estimate will display based on your per pay period election
- Total contributions elected should not exceed the annual limit for your coverage tier (individual or family) and age

**Appointment of Insperty as Agent**

By electronically signing this document I appoint Insperty Holdings, Inc. ("Insperty"), the plan sponsor of the high deductible health plan in which I am enrolled, to act as my agent for the purpose of opening and administering/maintaining an HSA with Optum Bank ("Bank") and I authorize Insperty to send and receive information to and from the Bank on my behalf (including account number) in order to accomplish this purpose. I authorize Bank to make any inquiries it considers appropriate to determine if it should open and maintain my HSA, and acknowledge that I received the Bank's USA Patriot Act Notice provided below. I certify that I am eligible to contribute to an HSA under Internal Revenue Code Section 223. I authorize and direct the Bank to issue a debit card to me. I certify that I have received the Bank's statement of the hardware and software requirements for access to and retention of electronic records. I certify that I have the ability to access the Bank's website where electronic statements and other documentation are stored. I instruct the Bank, unless otherwise noted and instructed by me, to provide the Custodial and Deposit Agreement and all of the HSA notices, disclosures and information related to and governing my HSA to me online at www.optumbank.com. I understand that monthly account statements and other documentation and notices will be delivered or made available electronically. If I want HSA statements mailed to my home, I must notify the Bank directly. I agree that Insperty will remain my agent unless and until Insperty and the Bank receive notice that the appointment of Insperty as my agent has been terminated, that I am no longer employed by Insperty or any of its affiliates, that I am no longer an HSA eligible individual, or that I receive a notice from the Bank that my application for an HSA has been declined.

**USA PATRIOT ACT NOTICE IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW HSA ACCOUNT**

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, you will be asked for your name, address, date of birth, and other information that will allow you to be identified. You may also be asked to see your driver's license or other identifying documents.

**Contribution Election Information**

**Employee Name:** HECTOR MANUEL GIVENS  
**HSA Deduction Amount:** \$56 per regular paycheck  
**HDHP Option:** UHC ChoicePlus 1500 HDHP  
**Coverage Tier:** Employee Only

*I have reviewed my Employee HSA Agreement and understand that by clicking "Sign & Submit", I am authorizing my signature to be populated electronically on the Employee HSA Agreement based on my login credentials for the Insperty Premier™ platform. My electronic signature is my agreement to conduct this transaction electronically. Once I sign this document electronically, it is binding on me the same way that a written signature is binding. I understand the importance of maintaining the strict confidentiality of my secure login and password information and agree that Insperty can rely on my electronic signature to complete this transaction. I understand that I have the right to withdraw consent from my document at any time.*

**SIGN & SUBMIT**   **PREVIOUS**   **EXIT**

## Step 3: Confirming your HSA election

This step designates Insperty as your agent to communicate with Optum Bank to:

- Open an HSA on your behalf, and
- Facilitate payroll deduction contributions

# Optum Bank<sup>®</sup> Health Savings Account Card

- Once your Optum Bank HSA is open, you will receive a Welcome Kit with your account information and a debit Mastercard<sup>®</sup>
- Use Optum Bank Health Savings Account Card to access available funds once account is active
- Use OptumBank.com and the Optum Bank Mobile App to manage your account

